

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

Equal Employment Opportunity Specialist 2 (REPOSTED)
(May be underfilled at the Equal Employment Opportunity Specialist 1 Level)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Candidates on the current exam list**

Location: Hartford, CT

Job Posting No: TH82776CO

Hours: 40 hours per week

Salary: Equal Employment Opportunity Specialist 2 \$70,662.00 - \$93,351.00 (Annually)
Equal Employment Opportunity Specialist 1 \$61,039.00 - \$83,233.00 (Annually)

Closing Date: September 17, 2014

The Department of Children & Families is recruiting for an Equal Employment Opportunity Specialist 2 within the Division of Diversity and Equity. The position may be underfilled at the Equal Employment Opportunity Specialist 1 level.

Eligibility: **Candidates must be on the Equal Employment Opportunity Specialist 2 or Equal Employment Opportunity Specialist 1 examination list promulgated by the CT Department of Administrative Services (DAS) at the time of appointment. State employees may apply for lateral transfer if they currently hold the title of Equal Employment Opportunity Specialist 2 or Equal Employment Opportunity Specialist 1, or have attained permanent status in the class since their most recent hire date.**

Example of Duties: Performs the most complex duties in the Equal Employment Opportunity unit; evaluates, updates and disseminates agency equal employment opportunity policies and procedures to ensure compliance with federal and state laws, statutes, regulations and Executive Orders; develops and implements affirmative action plans; conducts or oversees investigations and resolution of discrimination and unfair treatment claims; coordinates findings with Attorney General when appropriate; prepares materials and conducts training to heighten knowledge of equal employment opportunity laws and affirmative action goals; develops and performs outreach initiatives to include recruitment efforts through community and minority organizations; conducts analysis of data and presents at briefing sessions with staff; counsels staff on equal employment opportunity matters; conducts career counseling; may participate in employment interviews; may assist with or oversee the State of Connecticut Minority & Small Contractor's Set Aside Program and contract compliance; may administer affirmative action for patient, student, inmate and/or client rights programs; may serve as the agency's ADA coordinator; performs related duties as required.

General Experience: Seven (7) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

Special Experience: Three (3) years of the General Experience must have involved primary responsibility for affirmative action or equal opportunity assurance in the employment setting. **Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) supervisory references (current state employees please provide last two PARS in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting #TH482776CO. Application material can also be faxed to (860) 707-1957.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET, HUMAN RESOURCES, 8TH FLOOR, HARTFORD, CT 06106
Attention: Taneisha Hancel

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.